

13. Basic Function of Position

Working under the supervision of the Assistant Cultural Affairs Officer (ACAO), with overall guidance from the Public Affairs Officer (PAO), incumbent is responsible for administering all aspects of professional exchange programs, including the International Visitor Leadership Program (IVLP), Humphrey Fellowship, Fortune Internship, MEPI LDFP and LBFP, and the International Writers' Program for East Jerusalem and the West Bank. In addition, incumbent manages the participation of all Gaza grantees in the full range of exchange programs, managing all logistical arrangements for more than 50 annual USG exchange participants from Gaza, liaising with local authorities in order to obtain required transit permits for Gazans, conducting interviews with grantees, overseeing the drafting of biographical reports and preparation of visa applications and B referrals, and arranging the transit of grantees from Erez DCL to Jerusalem and Allenby Bridge. Provides input into the supervision of one FSN-08 Exchanges Assistant. Backs up the FSN-10 Cultural Affairs Assistant for youth and educational exchanges and the Exchanges Assistant (visas only).

14. Major Duties and Responsibilities

% of time

A. Professional Exchanges Program Management

50%

Is responsible for designing, implementing, and analyzing all U.S. Consulate General professional exchange programs, which comprise one of the most important and complicated exchange programs handled by any Mission. Responsibilities encompass the spectrum of professional exchange programs, including International Visitors (IV), Voluntary Visitors, Humphrey Fellowships, Kennedy Center Cultural Fellows, some Citizen Exchanges, the Middle East Partnership Initiative's (MEPI) LDFP, LBFP, and MEET programs, FORTUNE Business Internships, and the International Writer's Program. The incumbent must handle direct and primary responsibilities for all exchange programs in a cost-effective manner which maximizes the effectiveness of available resources, operating independently within general guidelines established by the ACAO and PAO and consulting with other sections as deemed necessary. Tracks deadlines for all programs and grantee travel. Maintains contact with Washington-based program officers. Serves as principal liaison with organizations involved in Citizens' Exchange programs and ensures implementation. Briefs grantees before departure about program content and American society and culture; prepares evaluations and debriefs returned grantees. Maintains contact with returned grantees and ensures that they are included in Embassy activities to sustain the benefits of the exchange experience. Tracks onward activities and achievements of grantees to assess programs' long-term effectiveness. Maintains liaison with other American organizations engaged in exchange activities in the Palestinian Territories, notably AMIDEAST, to ensure that programs complement and do not duplicate other USG-funded exchange programs. Maintains contact with Palestinian Authority (PA) ministries to solicit nominations for professional exchanges programs. Stays informed on U.S. visa policy, particularly as it relates to exchange programs, and incorporates this information into all planning. Replies to inquiries about exchange programs.

Has primary responsibility for the IV program and develops each fiscal year's slate of nominees. The incumbent guides Consulate staff through all phases of the IV program. Works with ACAO to organize annual Mission-wide IV selection panel. Establishes, maintains and expands contacts with key individuals in government, academia, and non-governmental organizations to formulate strategies for targeting appropriate participants. Travels throughout East Jerusalem and the West Bank to develop and maintain these contacts. Liaises with Gaza Cultural Affairs Specialist to ensure a sufficient number of candidates come from Gaza. Suggests and assists in design of Single Country IV Programs (SCPs) to

organize groups of Palestinians to travel to the United States on a particular topic. Has the primary responsibility of maximizing the number of International Visitor slots.

B. Gaza Exchanges Logistical Administration

25%

Manages logistics of all PD Exchange programs for Gaza. Works closely with Gazan grantees and PD Gaza's Cultural Affairs Specialist to ensure timely submission of visa applications. Oversees processing of B referrals and Consular Section liaison. Facilitates visa appointments with the consular section. Tracks consular and vetting clearances to identify potential delays that could prevent grantee travel. Liaises with the Department of State to ensure issuance and delivery of DS2019 forms for J visa issuance. Provides participants with program description, ticket, travel allowance, material about US and travel restrictions. Reviews cost of travel for Gazan grantees every six months. Obtains Program Officer approval to provide each participant with required advance travel allowance. Works with the Travel Specialist to ensure arrangements for appropriate flights and requests travel reservation through the Consulate travel agent; and with Administrative Assistant on lodging, and other transport for grantees. Uses databases to track all data on Gazan grantees and grantee travel.

C. Gaza Grantee Access and Movement Coordination

25%

Liaises closely with Israeli COGAT authorities at Erez DCL, Jericho DCL, and Allenby Bridge to coordinate transit permits allowing grantees to travel back and forth from Gaza to Jerusalem for visa interviews, or to Amman for onward travel to the United States. Synchronizes permit request process with visa appointments and grantee travel. Interacts directly with the head of the consular section at the Jordanian Representative Office in Ramallah to obtain No-Objection Clearances for Gaza grantees. Coordinates travel by U.S. Consulate General officers to Erez crossing point to meet and escort Gazan groups to Jerusalem and Allenby Bridge, and on occasion will personally escort groups. Coordinates with Palestinian side of Allenby Bridge to arrange expedited service for Gazan grantees.

15. Qualifications Required for Effective Performance

A. Education: Four-year undergraduate university degree is required. Preferred degree subjects are education, social sciences, international relations, political science, development, or related fields. Graduate degree in similar fields desirable.

B. Prior Work Experience: Three to five years of progressively responsible experience in academia, non-governmental or international organizations, or in USG public diplomacy programs.

C. Post Entry Training: Training on EVDB system, and, as required, Microsoft Office applications. Training on USG exchange program management at FSI and other locations (PY204). Advanced PD FSN training (PY205).

D. Language Proficiency: Level IV (fluent) written and spoken English and Arabic required. Level II spoken Hebrew desirable.

E. Knowledge: Thorough knowledge of local academic, cultural, professional, non-governmental and political personalities and institutions. Good knowledge of current political, social, and cultural trends. The employee must be completely familiar with the Department's complex regulations covering exchange and cultural programs, including U.S. visa policies. Thorough knowledge of Mission objectives and their intersection with local developments. Thorough knowledge of procedures for obtaining US visas and Israeli

travel permits. Thorough knowledge of travel arrangement requirements and options. Thorough knowledge of Post vetting regulations and procedures.

F. Skills and Abilities: Ability to develop and maintain extensive mid-level contacts across a broad spectrum of organizations. Ability to establish and maintain smooth working relationships with grantees, contacts, Government of Israel military officers, Washington-based USG offices, and US-based organizations. Ability to effectively organize, manage, and present detailed data on grantees. Ability to combine creativity with expertise to design and implement programs. Skill in communicating persuasively in written and oral form, including project proposals, briefing materials, and program evaluations. Ability to manage time, priorities, and work requirements effectively, and to coordinate work with supervisors and colleagues.

16. POSITION ELEMENTS

Supervision received: Works independently to develop base of contacts and identify potential candidates. Follows guidance of PAO and ACAO in identifying Mission priorities, selecting grantees, and designing programs. Incumbent reports to the ACAO.

Supervision exercised: Incumbent closely tracks work of FSN-8 Cultural Affairs Assistant to ensure processing of West Bank and East Jerusalem exchange grantees is completed in a timely fashion. Tasks CAA often in order to ensure smooth administration of the professional exchange programs. Tasks PD Distribution clerk on occasion.

Available Guidelines: Available guidelines are Post MPP, FAM and MOA, and information bulletins on specific exchanges and scholarships, as well as oral instructions from supervisor.

Exercise of judgment: Exercises independent judgment in identifying superior candidates, drafting program suggestions, and evaluating exchange programs. Exercises tact and judgment in interactions with grantees and contacts. Use of judgment to flag potential travel problems to ACAO, and in dealings with other consulate offices such as CONS, RSO, and GSO as well as with ECA offices in DC. Exercise of negotiation skills and tact in dealing with Israeli military officers on permit requests, as well as Palestinian and Jordanian officials on access and visa issues.

Authority to Make Commitments: Conveys Washington-approved exchange and scholarship grant commitments.

Nature, Level, and Purpose of Contacts: In daily contact with Israeli military officers of the rank of Major and below to secure essential travel permits. In daily contact with grantees, high and mid-level Palestinian government officials, professionals, senior academics, and NGO managers to solicit nominations and/or to coordinate travel arrangements. In regular contact with a wide variety of USG and US-based interlocutors to consult on program and travel details. Frequent contact with head of consular section at Jordanian Representative Office in Ramallah to secure No-Objection Certificates.

Time to reach full proficiency: One year.